

SOCIAL NETWORKING POLICY

This policy was approved by Governors on 20th November 2025 and is reviewed annually.

As a caring Church School family, we are committed to the Christian vision that underpins the way in which we teach and the way in which our children learn. Navenby CE Primary School has a firm commitment to safeguarding children, staff, governors, parents and volunteers in all aspects of its work. This policy has been written to set out the key principles and code of conduct expected of staff, governors and volunteers with respect to their responsibilities in connection with the use of social networking sites. Furthermore, social networking activities conducted online outside work, such as posting material, images or comments on sites such as Facebook can have a negative effect on an organisation's reputation or image.

Key Principles

- Staff, Governors and volunteers at school have a responsibility to ensure that they protect the reputation of the school, and to treat colleagues and members of the school with professionalism and respect. It is important to protect everyone at school from allegations and misinterpretations which can arise from the use of social networking sites.
- Safeguarding is a key responsibility of all members of staff, Governors and volunteers and it is essential that everyone acts responsibly if they are using social networking sites out of school.
- Anyone working in the school either as a paid employee or as a volunteer must not communicate with pupils or ex-pupils under the age of 18 via social networking.
- Anyone working in school should take responsibility to secure personal information through the use of privacy settings.

Code of Conduct - Social Networking

The following are considered a breach of the 'Social Networking Policy' at Navenby CE Primary School:

- The use of the school's logo or published material without written permission.
- The posting of any communication or images which links the school to any form of illegal conduct or which may damage the reputation of the school.
- The disclosure of confidential or sensitive information; or the disclosure of information that could compromise the security of the school.
- The posting on personal social media accounts of any images of any employees, pupils, governors or anyone directly connected with the school whilst engaged in school activities.
- Derogatory, defamatory, rude, threatening or inappropriate comments about the school or anyone at or connected with the school.

Breaches of the Code of Conduct

In instances where there has been a breach of the above code of conduct, the following will apply:

- Potential breaches of this policy will be fully investigated. Where it is found that there has been a breach of the policy this may result in action being taken under the Disciplinary Procedure for members of school staff.
- The Governing Body will take appropriate action in order to protect the school's reputation and that of its staff, parents, Governors, pupils and anyone else directly linked with the school.
- Parents in breach of their agreement not to "take to social media to air negative feelings about individuals or the school" as part of the Home-School Agreement will be challenged by the school's senior leadership team

Policy Approved: Full Governors meeting **20th November 2025**

Signed: Chair of Governors:Mr J Kirby

Headteacher Mr C Elliott